

Packing Tips

Please use No 15 Milade boxes (12"Wx15"Lx10"H) from the Paige Company (1-800-662-6987) for storing permanent records. You may use Archives Boxes from Cardinal Office Supply for storing non permanent boxes in your area.

Packing your boxes will help preserve the records as well as make them

**KENTUCKY STATE UNIVERSITY
SPECIAL COLLECTIONS AND ARCHIVES
(sample box label)**

PUBLIC RELATIONS

**U0107, Photographic File, A-N
2010-2012**

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